

11 DEC 1957

Office of Communications

Mr. [REDACTED]

Chief, Records Management Staff

Office of Communications Engineering Library Survey

1. The attached floor plan, exhibit A, has been prepared by this Office as a part of our recommendation on the filing problem in your Library. We are recommending open file shelving as illustrated in exhibits B and C and generally described below.

2. This plan together with suggested procedures to follow in converting to open file shelving was presented to Mrs. [REDACTED] Librarian, and Mr. [REDACTED] of the Material Support Branch on 2 December 1957. Floor loading and overall height of the erected shelving has been approved by the Building Safety Officer.

3. The open file shelving shown in the floor plan consists of 9 single faced sections which will provide filing space for 130 linear feet of records. When the screening of duplicate and obsolete material is completed the present volume, 150 linear feet, will be reduced to approximately 135 linear feet. The shelving provided will then accommodate expansion for approximately 2 years. Each single faced section of shelving is eighteen inches deep, three feet wide, and seven feet high and consists of 7 filing surfaces, six of which are adjustable on one inch centers. The over-all height will allow for a receding reference shelf to be installed beneath the fourth shelf. Each single faced section will provide 20 linear feet of filing space and additional sections may be purchased later as needed.

4. Exhibit D shows a two step stool (Model SS-20 Cramer Posture Chair Co.) which is recommended for use by Library personnel. A stool of this type will be used by Library personnel and searchers who have reference to material on the top or seventh shelf. The construction of the stool prevents the stool from rolling when in use. The coasters are contained within the bell shaped pieces of metal on the legs of the stool. When weight is applied to the stool, the coasters retract into the legs permitting the bell shaped feet to come into firm contact with the floor.

5. Exhibit E contains the specifications and general characteristics required to prepare a requisition for the open file shelving equipment.

6. The actual cost of the open file shelving equipment will be determined by closed bid. We have estimated the cost to be about \$875. This equipment will be purchased from a firm established for this purpose by the Office of Logistics provided filing cabinets equal to this cost are returned to stock. If you approve of the plan presented here, eighteen 5 drawer cabinets valued at \$1620 may be released.

7. I wish to thank the members of the Material Support Branch for their interest and cooperation while helping us develop this plan. When you are ready to go ahead with this work, we will be glad to give any assistance necessary.

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Exhibits

A, B, C, D, E

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 12/11/57